

The Technology Plan For The Jamestown Library

2005 – 2007

Revised 12/04

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Although a small library serving a population of around 6000 people, the Jamestown Library has kept up with the rapidly changing world of technology. Our technology supports our mission, which is... "to respond to and reflect the needs and interests of our island community by providing access for people of all ages to relevant and appropriate library materials and services. In a rapidly changing world, the Library seeks to educate, inform, entertain and enlighten by utilizing both traditional and new technologies."

Attached you will find appendix A, a list of our hardware and software to date.

We work closely with CLAN and purchase equipment on a rotation plan of 4 years and soft-ware which they can support. We are committed to the network and the benefits the community and the state experience through the advancement of technology.

Outline for Technology Plan

A. Technology Vision.

The people of Jamestown will have equal access to information and ideas in order to lead a life enriched through lifelong learning to participate knowledgeably and productively in a democratic society. Information technology will be implemented in the library to ensure equal access to electronic information resources for all Jamestown's citizens.

B. Goals

- ❖ To provide free public access to the electronic information resources on the Internet.
- ❖ To provide free public access to electronic local, state, and federal government services.
- ❖ To promote the mission of the library through the strategic use of information technology
- ❖ To educate the community on the use of information technology.
- ❖ To provide the staff with the training they need to be of best assistance to the public.

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C. Objectives and Strategies

Activities/Action items/Responsibility/Time Line

2005 - 2007

- a) The Library will continue to identify and address training needs of both staff and patrons.
 - 1. In January, we do an in-house survey of technology used and owned by our clients (Director and TS/R librarian) **In 2006, we will do our survey in February, focusing on informing the public about our databases and e-book collection.**
 - 2. Staff reports requests and we have a suggestion box.(all staff)
- b) Continue to offer on-demand and informal instruction by appointment for patrons using electronic reference resources. (all staff) – **We continue to find this an effective way to server our clients, whose skills levels are so varied. In March 2006, we are again offering a program on using our Ancestry database.**
- c) Continue to maintain the highest standard equipment possible given our size and our assets.
 - 1. Purchase, install, set-up and test new Windows 2003 server (TS/R librarian) – **done 2005**
 - 2. Evaluate open source code software for staff and patrons (TS/R librarian) – **Print Desktop found and utilized.**
 - a. Design implementation plan for this if appropriate (TS/R librarian) – **Not done in 2005.**
 - 3. Explore uses for old server as a linux server for open source application (Director and TS/R librarian) – **In progress, 2/06.**
 - 4. Explore and develop plan for wireless infrastructure to meet needs of our mobile computer patrons (TS/R librarian) – **Completed 2005.**
 - 5. Purchase, install, set-up & test wireless access point (TS/R librarian) – **Installed – Spring 2005**
- d) Offer group instruction for students using electronic reference resources.
 - 1. Children's librarian instructs classes as requested by teachers in the Jamestown School (Children's Librarian) **Several teachers use the library website and our access to full-text magazine articles in their classroom instruction. They also make use of our index to the local newspaper on DB textworks.**
- e) Work with public advisory group to advise library on the effective use of information technology for lifelong learning. Responsibility: Technical Services Librarian
 - 1. Set up group by March, 2005 – **Target moved to June, 2006.**
 - 2. Include members of the community, department heads of the town.
- f) Continue out-reach to senior population. In 2004, we provided the local senior center with two computers which they use for internet access.
 - 1. Visit the center to monitor use and condition of hardware and software and assist the staff of the center in making choices for upgrades (TS/R librarian) – **Target date moved to August 2006.**
- g) Continued training library staff in the use of new and/or upgraded software used by CLAN.
 - 1. Commitment to send staff to meetings and programs to advance their skills. (Director) – **Staff attending all programs available to us as we transition to Millenium.**
- h) Catalog all unique databases created by the library for inclusion in the CLAN database.
 - 1. Commitment to send staff to meetings and programs to advance their skills. (Director) – **This continues to be done in 2006.**

D. Staff training plan

On-going -

- Full and part-time staff to continue in-house training on Horizon. – **2006 now Millenium.**
- Technical Services Librarian will, as needed continue training for Server and LAN management.
- On-going training for part-time assistants - at least three staff meetings per year. **This has been done in 2005 and will continue in 2006.**
- DB Text training for all involved personnel. **One new volunteer trained on DB Textworks in 2005.**

By the end of 2005 -

- Evaluate need for additional staff or re-assignment of responsibilities due to technology demands.
We have been discussing with the town the need for either additional IT assistance or a part-time reference person to handle needs not met due to the increase in the demands of the technology.

E. Plan Evaluation

The success of this plan will be judged on our ability to meet the objectives and time lines set forth. The plan will be reassessed each year to evaluate progress and modify objectives when necessary.

Submitted January 2005

Reviewed – February 1, 2006